

**CULTURAL COMPETENCY RFA**  
**Questions and Answers**  
Document Date September 10, 2010

The below responses are written in accordance with Section III C of the Cultural Competency Training Initiative (CCTI) RFA. It should be noted that the below responses clarify the requirements/deliverables of the existing CCTI RFA. It should be noted that the deadline for questions, requests for clarifications or suggestions was 4:30 p.m. on September 3, 2010. No additional or follow-up questions can be answered regarding this RFA until after Iowa's Juvenile Justice Advisory Council makes its RFA decision (October 2010).

**Eligible Applicants**

1. **Question** - I have a question regarding the section II entitled "Eligible Applicants". I am interested in competing for the training contract as a private individual. The wording is a bit vague in describing eligible entities after "youth serving agencies" that reads: and others with an interest in minority issues particularly those related to DMC and cultural competence and curriculum development. Does this portion further elaborate upon the nonprofit entities or is the door open for private individuals?

**Answer** – Section II (Eligible Applicants) indicates that eligible applicants include state and private universities, training and technical assistance entities, planning agencies, youth serving agencies, and others with an interest in minority issues particularly related to DMC and the development of cultural competence and curriculum development. Nonprofit entities and private individuals are included in the RFA's description of eligible applicants.

**Joint Applicants**

2. **Question** - Is it possible for two entities to submit a joint application?

**Answer** – There is no language in Section II that would preclude the submission of a joint application.

**Subcontracts**

3. **Question** – Can a portion of the functions of a proposal be sub-granted to another entity?

**Answer** – Yes, in compliance with the noted provisions of the RFA. Section IV H (Budget and Justification) specifies that the "subcontract budget sheet" form should be completed for each "contract service" listed in the "applicant budget sheet" that the

applicant anticipates will be performed by any person or entity other than the applicant. Attachment B includes “budget sheet instructions” and the requisite “subcontract budget sheet”.

### **Resumes/Vitas**

4. **Question** - In the previous round the reasons given for not funding the proposal related to demonstrating qualifications and experience. Since only two pages are allowed in the application narrative to describe qualifications and experience, it would seem helpful to the reviewers if resumes or curriculum vitae were allowed as attachments to the application.

**Answer** - The required application components section of the application (IV B) and the grant review criteria (Attachment A sub-B) reflect that a submitted application must include resume/vitae of all persons listed in the proposal. Thus, resumes and vitas are an RFA requirement (for persons listed in the proposal). The documents should be included as an attachment. Attachment B of the RFA includes a form regarding qualifications and experience. The form specifies a page limit. The attachment of resumes and vitas will not be counted against the page limit.

5. **Question** - Regarding the possibility of a pending resume or vitae for the section where it talks about the qualifications of staff. So that you can get a better idea of the breadth and depth of work of different folks to do the work. Can we include resumes/vitas in our application?

**Answer** – See response provided to question 4.

6. Is there a page limit on resumes or vitas?

**Answer** - No.

### **Letters of Support**

7. **Question** - The RFA specifically highlights that the provider selected through this RFA will be required to coordinate activities with the provider selected pursuant to the DMC Resource Center RFA. There is no specific requirement to demonstrate the ability to coordinate with other providers and it is also important that the CCTI provider be able to work with other entities. To demonstrate the ability to effectively collaborate with the provider selected for the DMC Resource Center effort and others, it would be useful for reviewers if the application allowed support letters to be attached to the application to demonstrate such capacity.

**Answer** – Section I A (Purpose of Funding) of the RFA reflects that the provider selected through this RFA will be required to coordinate activities with the provider selected

pursuant to the DMC Resource Center RFA, but does not require prior documentation of letters of agreement as the successful applicant of neither RFA is known. Letters of support are not listed as a requirement/deliverable in Section IV (Required Application Components) or Attachment A (Grant Review Criteria). This does not preclude an applicant from including such letters. However, Section VI B of the RFA requires that applications must be scored using the grant review criteria as listed in Attachment A. Because letters of support are not an RFA requirement/deliverable, the inclusion of such materials cannot be considered in the review and ranking of proposals.

8. **Question** - Are letters of support a required or encouraged component of applications?

**Answer** – See response provided to question 7.

9. **Question** - If included in the application, would letters of support be considered?

**Answer** – See response provided to question 7.

10. **Question** Up to how many letters of support would be considered?

**Answer** – See response provided to question 7.

#### **Travel/Training Budget**

11. **Question** - Is there an outline estimating the number of hours of training or the amount of travel that would be expected to help with our budgeting proposals?

**Answer** – No outline is available estimating the number of hours of training or the amount of travel. Travel related to the work of the grant is an allowable budget item (at allowable state rates). In the development of a travel budget applicants should consider the below listed RFA sections:

- a) Section IV C (Cultural Competency Forum) of the RFA specifies that applicants are required to include in their proposal a plan for a state-wide forum or multiple local forums.
- b) b) Section IV E (Cultural Competency Training) specifies that the chosen provider will implement a comprehensive training program based upon the Curriculum and primarily directed to state and local agencies including, but not limited to, school personnel, law enforcement and JCS staff, as well as local sites (primarily Black Hawk, Johnson, Polk, and Woodbury Counties – possibly other local sites).

## Locations/Budget Forums

12. Question - Page 8, Section C –“ Applicants are required to include in their proposals a plan for a statewide forum or multiple local forums with stakeholders...” Please provide clarification on whether the forum is to be held at the stakeholders’ locations on-site, or if grant funds are to be included in the budget to support the event(s).

Answer – Travel related to the work of the grant is an allowable budget item (at allowable state rates). Section IV C (Cultural Competency Forum) of the RFA specifies that applicants are required to include in their proposal a plan for a state-wide forum or multiple local forums. Thus, the applicant proposal will serve as their plan for sites/locations of the forums.